

## **IRES Guidelines for Evaluating Undergrad/Non-Degree Students Who Request to Register in RES Courses**

IRES faculty instructors frequently receive requests from non-UBC grad students who require instructor approval to be registered in their RES courses. All RES courses are set to GRAD restriction: only UBC graduate students can directly register for RES courses via their UBC Student Service Centre (SSC) accounts. Therefore, those who need to request instructor permission and access to an RES course are UBC undergraduate students, non-degree students (UNCL) and Exchange/Visiting students (EXCH)<sup>1</sup>. These student requests have previously been dealt with on an ad hoc basis. Below are some guidelines we suggest you follow when assessing these student requests and their suitability for your class.

### **For UBC Undergraduate Students**

#### **Eligibility to be able to take a UBC graduate level course:**

- must have completed at least 75% (normally equivalent to 36 credits) of the 300 and 400 level courses required for their bachelor degree, and must have a minimum overall average of 76% (B+) in their completed 300 and 400 level courses.
- must have completed all pre-requisite courses (if any).
- The required G+PS form must be submitted to G+PS no later than the Add/Drop deadline for the relevant term (usually two weeks after term starts).

On the G+PS form, the student will need approval/signature of the Course Instructor, the RES Graduate Advisor, the Undergraduate Student's Home Faculty Advising Office, and G+PS.

G+PS Enrolment of Undergraduate student in Graduate Course form:

[https://www.grad.ubc.ca/sites/default/files/forms/enrolment\\_undergraduate.pdf](https://www.grad.ubc.ca/sites/default/files/forms/enrolment_undergraduate.pdf)

#### **When you receive a request from a UBC undergrad student to take an RES course, we suggest the following steps.**

1. Point the student to course outline, any pre-requisites/background required for your course and the relevant G+PS form. Ask the student to self-evaluate based on these criteria.
2. If student is still interested in the RES course, ask them to send you:
  - an informal copy of their transcripts (obtained via their SSC account), and
  - a short rationale as to why they want to take the course and confirming they understand and meet the G+PS requirements.
3. At this point, you can either decide to accept or reject the student right away, or you can start your own waiting list.
  - Waitlist: if you want to wait and see how many grad students eventually enroll in your course, and also the full pool of other students who may want to take the course. Be aware of the RES course registration Add/Drop date if creating a waitlist.

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<sup>1</sup> <http://students.ubc.ca/enrolment/courses/non-degree>

4. If you accept the undergrad student into your course, ask them to get the G+PS form and send it to you. Sign/e-sign the form as course instructor and then email the form to the IRES Graduate Program Assistant, Kyla Hicks ([kyla.hicks@ubc.ca](mailto:kyla.hicks@ubc.ca)).
5. Kyla will liaise with the RES Graduate Advisor for signature/e-signature on the form.
6. Kyla sends the G+PS form to the student's home faculty advising office for final signature.
7. The completed G+PS form will then be sent to G+PS from the student's faculty advising office.

### **For Non-Degree Students (UNCL, Access, Visiting/Exchange)**

Non-Degree students do not need approval from a UBC home faculty student office.

The G+PS requirements for these students are:

- Non-degree students (including Unclassified, Access and Visiting Students) must have the academic preparation to complete this graduate course (i.e. must have completed any necessary pre-req's).
- Participation of this student is expected to have no detrimental effect on graduate students taking this course (i.e. course rigor and content must remain at the graduate level regardless of the number of non-degree students registered).

G+PS Enrolment of Non-Degree Student form:

[https://www.grad.ubc.ca/sites/default/files/forms/enrolment\\_non-degree\\_students.pdf](https://www.grad.ubc.ca/sites/default/files/forms/enrolment_non-degree_students.pdf)

### **When you receive a request from a Non-Degree student, we suggest the following steps.**

1. Point the student to the course outline, any pre-requisites/background you think important for your course and the required G+PS form. Ask the student to self-evaluate based on these criteria.
2. If the student is still interested, ask them to send you a copy of their previous academic record as well as a rationale for why they want to take the course.
3. At this point, you can either decide to accept or reject the student right away, or you can start your own waiting list.
  - Waitlist: if you want to wait and see how many grad students eventually enroll, and also the full pool of others who may want to take the course.
4. Once you have decided on the students you want to admit, sign/e-sign the G+PS form as course instructor.
5. Send the instructor signed G+PS form the IRES Program Assistant, Kyla Hicks ([kyla.hicks@ubc.ca](mailto:kyla.hicks@ubc.ca)).
6. Kyla liaises with the RES Graduate Advisor for review and signature, then submits completed form to G+PS.

### **Relevant Forms and Links:**

- [https://www.grad.ubc.ca/sites/default/files/forms/enrolment\\_undergraduate.pdf](https://www.grad.ubc.ca/sites/default/files/forms/enrolment_undergraduate.pdf)
- [https://www.grad.ubc.ca/sites/default/files/forms/enrolment\\_non-degree\\_students.pdf](https://www.grad.ubc.ca/sites/default/files/forms/enrolment_non-degree_students.pdf)
- <https://www.grad.ubc.ca/current-students/student-status-classification/access-studies-students>
- <https://www.grad.ubc.ca/faculty-staff/policies-procedures/unclassified-students>
- <http://www.students.ubc.ca/nondegree/visiting/>